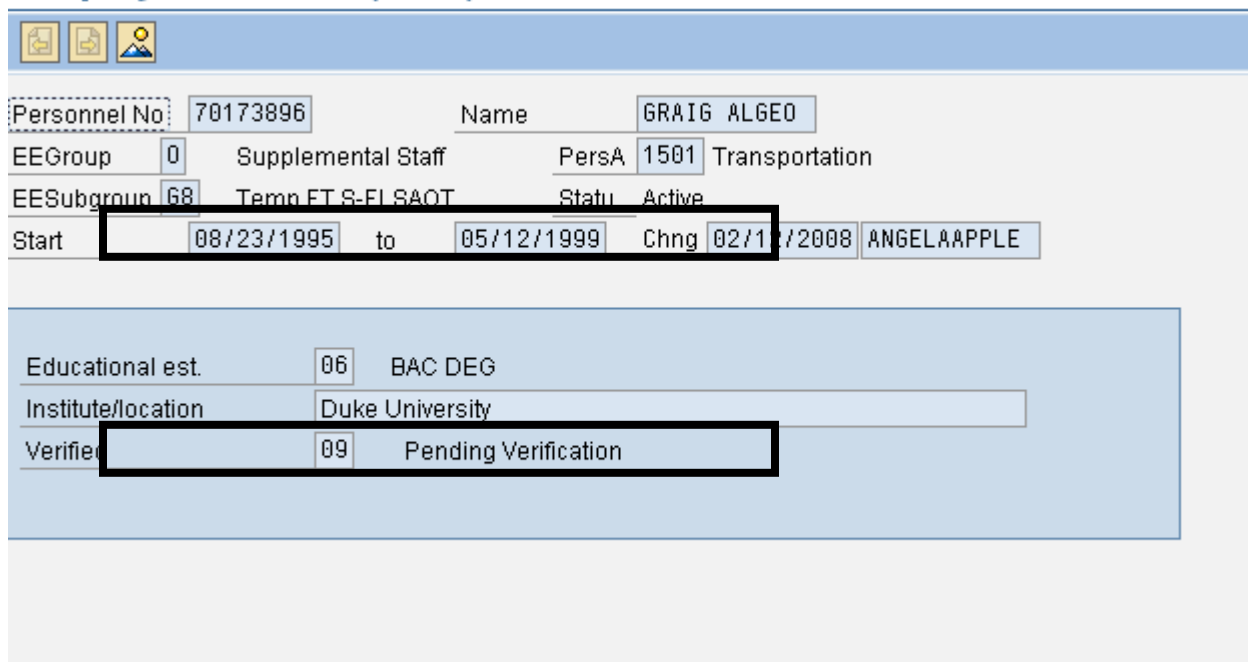


Enter Verified Education

When an employee is first hired, data on the Education infotype (0022) is entered to indicate that the education information is in pending status. The graphic below illustrates how the employee's Education (0022) infotype displays when the employee is hired. The *Start* and *to* dates are when the employee indicated where he or she attended school. The *Verified* field indicates that the verification of the Bachelor's degree is pending.

After you have received verification from the school, you will change the *date* fields and the *Verified* field as outlined in the steps below.

Display Education (0022)

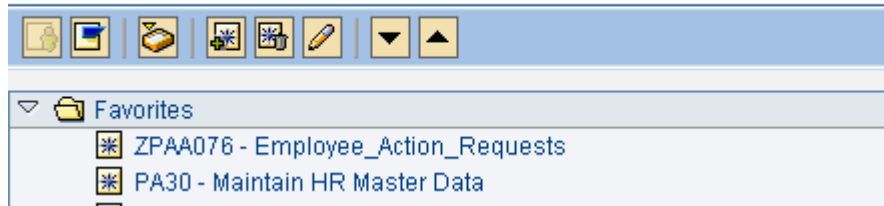


The screenshot shows the SAP Display Education (0022) form for employee GRAIG ALGEO. The form is divided into two main sections. The top section contains personal and employment data, and the bottom section contains education-specific data. Several fields are highlighted with black boxes to indicate areas of interest or modification.

| | | | | | | |
|---------------|------------|--------------------|---------------------------|------|------------|-------------|
| Personnel No. | 70173896 | Name | GRAIG ALGEO | | | |
| EEGroup | 0 | Supplemental Staff | PersA 1501 Transportation | | | |
| EESubgroup | 68 | Temp FT S-FL SAOT | Statu Active | | | |
| Start | 08/23/1995 | to | 05/12/1999 | Chng | 02/12/2008 | ANGELAAPPLE |

| | | |
|--------------------|-----------------|----------------------|
| Educational est. | 06 | BAC DEG |
| Institute/location | Duke University | |
| Verified | 09 | Pending Verification |

SAP Easy Access



1. Double Click on **PA 30 – Maintain HR Master Data** from your Favorites folder or type PA30 in the command field.

Maintain HR Master Data

A screenshot of the SAP 'Maintain HR Master Data' (PA30) transaction screen. The main window has a title bar 'Personnel Number (1)' and three tabs: 'Last name - First name', 'Personnel ID Number', and 'Organizational assignment'. The 'Last name - First name' tab is active. On the left, there is a 'Basic Personal Data' tab and a list of infotypes: 'Infotype text', 'Actions', 'Organizational Assignment', 'Personal Data', 'Addresses', 'Planned Working Time', 'Basic Pay', 'Family Member/Dependents', 'I-9 Residence Status', and 'Additional Personal Data'. Below this list is a 'Direct selection' section with an 'Infotype' field. The main area of the screen contains various input fields for personnel data: 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', 'Payroll area', 'Company Code', 'Cost Center', 'Organizational unit', 'Organizational key', 'Administrator group', 'Time administrator', 'Last name', and 'First name'. At the bottom of the main area, there are three icons: a green checkmark, a red X, and a blue 'i'.

2. Enter the **personnel number** or use the matchcode in the Personnel no. field to search for the employee's number.

Maintain HR Master Data

Personnel no.

Name

EEGroup Supplemental Staff PersA Transportation

EESubgroup Temp FT S-FLSAOT CostC 4 /2 Wilson Mnt

Basic Personal Data Payroll Benefits Time Addtl. Personal Data

Infotype text

Actions ☒ ☐

Organizational Assignment ☒ ☐

Personal Data ☒ ☐

Addresses ☒ ☐

Planned Working Time ☒ ☐

Basic Pay ☒ ☐

Family Member/Dependents ☒ ☐

I-9 Residence Status ☒ ☐

Additional Personal Data ☒ ☐

Period

☒ Period

From To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Direct selection

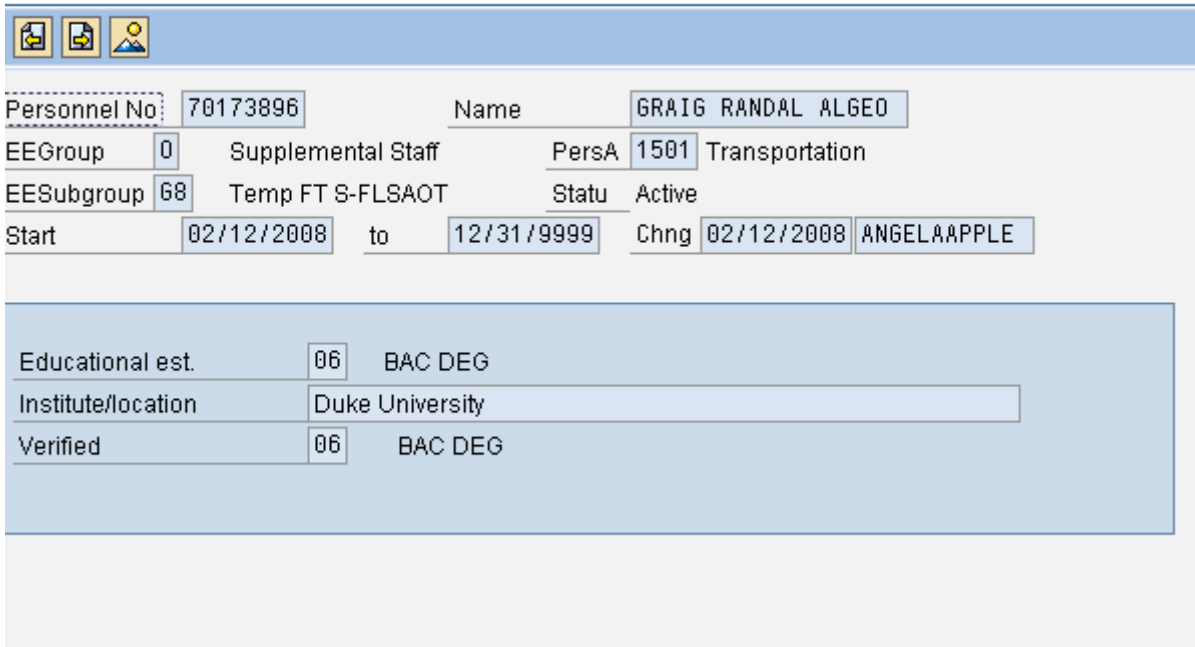
Infotype STy BAC DEG

3. In the *Infotype* field (the white space at the bottom of the screen), enter **0022** (Education).
4. Enter the subtype in the *Sty* field, or use the matchcode to select the appropriate **verified education** from the drop down menu. In the illustration below, subtype 06 (Bac Deg) was selected.

5. Press **Enter**. The numerical codes are changed to the appropriate wording for the selections you have entered.

6. Select  **Copy**. The Copy Education screen is displayed.

Display Education (0022)



| | | | |
|--------------|------------|--------------------|---------------------------|
| Personnel No | 70173896 | Name | GRAIG RANDAL ALGEO |
| EEGroup | 0 | Supplemental Staff | PersA 1501 Transportation |
| EESubgroup | 68 | Temp FT S-FLSAOT | Statu Active |
| Start | 02/12/2008 | to | 12/31/9999 |
| Chng | 02/12/2008 | ANGELAAPPLE | |

| | | |
|--------------------|-----------------|---------|
| Educational est. | 06 | BAC DEG |
| Institute/location | Duke University | |
| Verified | 06 | BAC DEG |

7. Observe that the screen shows the data that was entered when the employee was hired. In the **Start** date field, change the date to reflect the date you received the verification.

8. In the **to** date field change the date to **12/31/9999**.

9. Change the **Verified** field to the appropriate education. You can enter the code in the Verified field or use the matchcode to select from the drop down menu.

10. Press **Enter** to validate the information.

11. Click **Save**.

12. The graphic above shows a completed Education infotype for a verified Bachelor's Degree at Duke University.